

MUNICIPAL BUILDING AND LIBRARY EVACUATION PLAN

Building evacuation will take place when a situation occurs which requires immediate exit from the Municipal Building or Library. Notice of evacuation in the Municipal Building will be provided by an audible alarm sound. Notice of evacuation in the Library will be a verbal warning by staff. When warnings are sounded, all staff are to leave the building as directed by this evacuation plan.

General Rules:

1. Don't panic or run.
2. Bring your personal home and vehicle keys encase the building cannot be reentered prior to the end of the regular work day.
3. Know who the Evacuation Leader for your Department is and your exit route.
4. Exit immediately upon hearing the alarm.
5. Never use the elevator when exiting the building due to an emergency.
6. Sign the attendance log daily upon entering or exiting your work building.
7. If you are with a customer when a warning is sounded guide that person to the exit.
8. The Evacuation Assembly Area is located across Maple Avenue in the Bell Atlantic lot.

Key Evacuation Personnel:

1. The Evacuation Director will be the point of command in an emergency. The Chief of Police, or in his absence his designee is the Evacuation Director.
2. The Evacuation Coordinators will be responsible for employee check-in following an emergency. They will be stationed at the Assembly Area.
3. The Evacuation Leaders are the staff designated for each department who have the responsibility for directing their team out of the building, checking all offices in their assigned area prior to leaving the building and checking with the Evacuation Coordinators to ensure that all of their team has arrived at the Assembly Area check-in.
4. The on-site Building Maintenance staff will be responsible for checking common and storage areas for staff and visitors and notifying them of the evacuation prior to leaving the building.
5. Alternate Evacuation Leaders will assist the Leader in an evacuation situation and will act as the Leader in the absence of the Evacuation Leader.
6. Employee Record Keeper will be responsible for maintaining necessary personnel

emergency contact information (home phone number, next-of-kin) This information is to be stored on a computer disk and kept at a separate location.

Evacuation Leader Responsibilities:

1. Make a point of checking attendance each day. Make a point of knowing who is in your section everyday. Have access to the daily employee sign in log and bring it with you to the Assembly Area in the event of a building evacuation.
2. At the sound of the audible alarm, immediately direct employees to leave the building following the pre-determined exit route. If for some reason the exit is blocked direct employees to an alternate exit location.
3. Check every office and restroom in your section prior to leaving the building.
4. Exit the building and check in with the Evacuation Coordinator at the Assembly Area (Bell Atlantic lot) to ensure all of your employee have checked in and are out of the building. If a person is unaccounted for Do Not Return To The Building, but immediately inform the Evacuation Coordinator, who will inform the necessary personnel that someone is unaccounted for and may be in the building.

Employee Responsibilities:

1. Sign the attendance log every time you enter or exit your work building. If you work at the Municipal Building the log is located at the Welcome Center, if you work at the Library the log is located at the Circulation Desk. This document will be critical to determine who was in the building at the time of an evacuation.
2. At the sound of a warning, immediately exit the building. The exit map is located on the back of each office door and the main door to each department area.
3. Once you have exited the building go directly to the Assembly Area (Bell Atlantic on Maple Avenue) and check-in with the Evacuation Coordinator. Do not leave the Assembly Area until released by the Evacuation Coordinator or your Evacuation Leader.

Exit Door Locations and Exit Diagram Locations in the Municipal Building:

1. **NEVER USE THE ELEVATOR WHEN EXITING THE BUILDING DURING AN EMERGENCY**
2. FIRST FLOOR: There are seven (7) exit doors on the first floor. Exit diagrams are located in every hallway.
3. SECOND FLOOR: There are three (3) exit doors leading to the two stairwells on the

second floor. Exit diagrams are located beside the stairs.

4. BASEMENT: There are four (4) exit doors leading to the three stairwells in the basement. Exit diagrams are located in every basement hallway.

Exit Door Locations and Exit Diagram Locations in the Library:

1. There are four (4) exit doors. Exit diagrams are located in every section.

Routine Training and Information:

1. Practice evacuation sessions should occur annually. These will be coordinated by the Evacuation Coordinator.
2. Quarterly training meetings should be held with the Evacuation Leaders and Building Maintenance staff.
3. Evacuation maps are posted behind every office door and in strategic locations around the Municipal Building and Library.
4. Maintenance of the daily sign-in log for the Municipal Building is the responsibility of the Welcome Center Receptionist. The Library sign-in log is to be maintained by _____.

Suggested Building Modifications

Both structures will be brought up to fire code during the renovation project, however, as an interim repair at the Library, a temporary alarm bell should be installed.